

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**RECREATION SPECIALIST**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Recreation Specialist is the second level in a three level Recreation series. Incumbents are responsible for planning, organizing, and conducting specialized recreation and/or community service activities.

The Recreation Specialist position is distinguished from the Recreation Leader by its responsibility for assisting with specialized program and resource development, implementation, and monitoring. The Recreation Specialist is distinguished from the Community Recreation Supervisor, which has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Plans, organizes, and facilitates specialized workshops, classes, and activities in areas including, but not limited to, sports, music, science, photography, and senior programs.	Daily 25%
2.	Leads and participates in hands-on activities.	Daily 20%
3.	Maintains and prepares activity reports and attendance records.	Daily 10%
4.	Enforces necessary precautions to ensure the safety and welfare of participants, spectators, and facilities.	Daily 10%
5.	Coordinates and leads field trips and special events.	Weekly 10%
6.	Trains and provides lead direction to teachers, employees, and volunteers in assigned programmatic area.	Monthly 10%
7.	Provides workshops for sports officials and Recreation Leaders concerning effective techniques and latest rules and regulations.	Quarterly 5%
8.	May administer first aid and complete related accident reports.	Occasion- ally 5%

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9.	May solicit donations from community businesses for support of assigned programmatic area(s).	Occasion- ally 5%
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and one year of related experience are required;  
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Some positions, based on assignment, may require:
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

**Knowledge** (position requirements at entry):

Knowledge of:

- Recreation and leisure services and fundamentals;
- Recordkeeping principles and practices;
- Customer service policies, principles and practices;
- First Aid and lifesaving methods and techniques;
- Safe work practices and procedures;
- Basic Computer Skills.

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#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer services
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Coordinating and scheduling a variety of events and activities
- Enforcing safety measures
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and disruptive people.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008